

AMC Pamphlet 1-20

Information Management:

**Standard Operating Procedure (SOP)
HQAMC Congressional Activities**

U.S. Army Materiel Command
9301 Chapek Road
Fort Belvoir, VA 22060-5527
1 February 2006

UNCLASSIFIED

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
9301 CHAPEK ROAD, FORT BELVOIR, VA 22060-5527

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NO. 1-20

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Standard Operating Procedure (SOP)
Headquarters, Army Materiel Command (HQAMC) Congressional Activities

1. The intent of this SOP is to define handling of varying Congressional activities to better ensure thorough, accurate and timely Congressional interaction. Most Congressional interactions are unforecasted, short-suspense events.

a. The HQAMC Office of Public and Congressional Affairs (AMCPC) is proponent and principal point of contact for the AMC Commanding General (CG) on matters of concern to Members of Congress, Personal and Professional Staffs, and Committees. The AMCPC also provides assistance to AMC staff, Major Subordinate Commands/Life Cycle Management Commands (MSCs/LCMCs) on Congressional-related issues.

b. The AMCPC is principal liaison with Headquarters, Department of the Army (HQDA) and other Congressional liaison offices, facilitating the flow and exchange of information between AMC and Congress.

2. Congressional contact comes to HQAMC by various means:

a. HQDA formally tasks AMC to either reply directly or prepare a proposed reply to a written inquiry from Congress for signature by HQDA or DoD principals.

b. Calls, e-mails or faxes to AMCPC asking for information or assistance in coordinating briefings, visits to AMC sites from HQDA Office of the Chief of Legislative Liaison (OCLL) which interacts with Defense Authorization Committees and Members, or the Secretary of the Army Financial Management-Budget Liaison (SAFM-BUL) which interacts with Defense Appropriations Committees and Members.

c. Members, Committees or their staffs contact AMC directly.

d. HQDA or other Army or DoD organizations request input from AMC for a response to a Congressional inquiry, preparation for a hearing or AMC participation in a congressional meeting or briefing. Functional offices/MSCs/LCMCs should notify AMCPC to report the request to maintain situational awareness of AMC activity in supporting such requests.

3. Responding to written Congressional inquiry:

a. All written inquiries require written response.

b. AMCPC will evaluate the Congressional inquiry to determine proponency. Written inquiries are assigned to a G-staff or a MSC/LCMC to prepare a direct reply, or draft reply for signature by the CG, or draft reply for signature of HQDA or DOD principal. A suspense date will be assigned to prepare and coordinate a response.

c. All written replies to Congress require Command Counsel Review.

d. All written replies submitted for Command group approval and signature by the CG or delegated authority or proposed replies for signature of HQDA or DoD principals will be placed in a red folder to signify urgency.

e. All written replies for signature of the CG or delegated authority or proposed replies for signature of HQDA or DOD principals require a AMC Form 356 (AMC Control and Routing Slip). The Executive Deputy to the Commanding General (EDCG) will serve as the delegated authority for specific inquiries. An AMC Form 356 (AMC Control and Routing Slip) will be staffed/coordinated with other HQAMC functional or MSCs/LCMCs as appropriate, Command Counsel, and approved in the following sequence as determined by AMCPC:

<u>For CG Signature</u>	<u>For EDCG Signature</u>
AMCPC	AMCPC
SGS	SGS
DCS	DCS
EDCG	DCG
DGC	CG XO
CG XO	EDCG
CG	

f. Upon signature or approval by the CG or delegated authority, the written reply to Congress will be returned to AMCPC for mailing or forwarding as appropriate to HQDA.

g. AMCPC will fax the signed copy of letter to the office of Member or Subcommittee to better ensure timeliness of receipt.

h. AMCPC will hand deliver letters and invitations to Congress, as appropriate. All mail to Capitol Hill offices continues to undergo screening which delays timely delivery.

i. AMCPC will distribute signed copies of Congressional responses to HQAMC functionals, as appropriate.

4. Responding to all other congressional inquiry:

a. HQAMC generally achieves far greater success in providing timely replies when it responds to inquiries which do not require AMC Form 356 actions.

b. Upon same day receipt, AMCPC will evaluate the Congressional request (information, briefings, meeting, AMC site visits) to determine proponency and contact the functional office, assigning suspense date, as appropriate.

c. Action officers will inform or seek the approval of their functional chief for release of information or participation.

d. AMCPC will coordinate the action with HQDA congressional liaison offices or Member/Committee offices.

e. AMCPC will prepare, coordinate and distribute an Executive Summary (EXSUM) about the Congressional activity.

5. The AMC Command-wide policy letter, Congressional Relations and Contacts - U.S. Army Materiel Command (AMC) Headquarters, Major Subordinate Commands (MSCs) and Installations (CPL 05-24-AMCPC), is located at:

<http://www.amc.army.mil/amc/ci/pubs/cmdpolicyltrs/Policy%20Letter%2005-24-AMCPC.pdf>.

It serves as a guideline and outlines processes for interacting with Congress.

The proponent of this regulation is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCPC, 9301 Chapek Road, Fort Belvoir, VA 22060-5527.

FOR THE COMMANDER:

//Signed//
WILLIAM E. MORTENSEN
Lieutenant General, USA
Chief of Staff

DISTRIBUTION:

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